

eNavFit Tips, Tricks, and Best Practices

(Last Updated 15 June 2022)

This list is your go-to source for tips, tricks, and best practices while using eNavFit. The eNavFit team is diligently working toward an optimal user experience. Stay tuned!

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2. [I know I acknowledged my role as a reporting senior \(RS\) and assigned a trusted agent \(TA\) – WHY CAN'T I BE FOUND?](#)
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1. [What is the best way to complete an EVAL/FITREP using eNavFit??](#)

Whether one or 100 reports, all require a Summary Group. Though there are several ways to create and submit a report online, the best practice is outlined below:

- a. While in eNavFit, select “Start Summary Group”
- b. If you are the reporting senior, select “For yourself as Reporting Senior”; if you are a Trusted Agent, select “For someone else as Reporting Senior”

NOTE TO TRUSTED AGENTS - DO NOT acknowledge the role of the RS. If you have, see #15 below.

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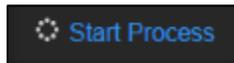
- c. On the next tab, either verify your information as the Reporting Senior (RS), or search for your RS via the DOD ID (preferred) or email.
 - d. "Summary Group" tab - name the Summary Group (SG) (name, grade, period of report, date, etc...) and populate the SG info
 - e. "Reviewer Templates" tab – build now, or add later under "Manage SG". Remember, E7 and above reports do not have Raters/Senior Raters. If a reviewer template is desired, leave the "type" blank. Also, "Regular RS" is for concurrent reports only.
 - f. "Members" – add all members of the summary group here. THIS WILL CREATE A SHELL REPORT FOR THE MEMBER TO ACCESS. As long as the SG is in an "Active" status, the member can view and edit their report via "Manage Appraisal" > "My Appraisal".
 - g. "Review" – ensure everything looks correct the SG; hit the blue "Submit" button
- *NOTE* - Members do not need to start their own report if added to a SG
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2. I know I acknowledged my role as a reporting senior (RS) and assigned a trusted agent (TA) – WHY CAN'T I BE FOUND?

For RS acknowledgement, a key step is getting missed – clicking on the blue "Submit" button after acknowledgement. Without doing that, the system does not update with the new RS information.



Similarly, after sharing your queue with your TA, you must select "Start Process".



3. I got an "orphan report" error – what do I do?

This error occurs when there are two of the same reports, likely from one created when the member was added to the SG, then the member started one on their own.

- a. Change the affected Summary Group status back to "Active"
- b. Download the Appraisal Manager (select the "Download" button that appears when you open a Summary group [Manage Summary Group > Active > Open]), the file name should be "eNavFit-FE Manager-XXX", save to preferred location.
- c. Once the Appraisal Manager is saved, return to the opened summary group and change the status to "Delete". Select "Ok" to the pop-up, then select save. After saving, close the SG Task browser window
- d. Select the "Start Summary Group" tab
- e. Select "Upload Offline Form"
- f. Select "Browse", locate the downloaded Summary Group, upload here
- g. Once the file appears with the file size on screen, select submit.

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****NOTE**** You may receive an email saying the upload failed, but this is another issue we are researching. Please ignore and continue to the next step.

- h. Select the “Manage Summary Group” tab
 - i. Locate and “Open” the uploaded Summary Group (should be named the same as the original)
 - j. Change the Summary Group status to “Sign” (the system should move the summary group to a sign status if the above steps successfully cleared the orphan error)
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4. How to remove a report from a summary group (SG)

There are two options (potential future enhancement to make this easier):

a. Delete Online

- 1) Open the SG with the report that needs to be removed
- 2) Change the SG status to “Active”
- 3) Select the “Reports” Tab
- 4) Select the show/hide toggle next to the member who needs to be removed
- 5) Under the “Reports” tab; toggle the “Ops Cdr” switch on
- 6) Select “Remove” from the member status dropdown
- 7) Select “ok” in the pop-up
- 8) Select “Save”
- 9) Close “SG Task” Browser window
- 10) Select “Manage Appraisal” from the main menu options
- 11) Select “Appraisals I have Access To”
- 12) Select “Open” next to the report for the member you removed
- 13) The report should open in the Appraisal Task browser window; once opened, select the “Delete” button
- 14) Select “Ok” in the pop-up
- 15) System auto-saves and refreshes. After the refresh, close the appraisal task browser window
- 16) Select the Manage Appraisal option to refresh your lists
- 17) Select “Appraisals I have Access To”
- 18) Report should be deleted

~ OR ~

b. Delete Offline

- 1) Select “Manage SG” tab
- 2) Select “Active” then “Open” the affected SG
- 3) Select the “Download” button that first appears download the affected SG via the appraisal manager, save to preferred location
- 4) Open the downloaded .PDF appraisal manager. The file name should be “eNavFit-FE Manager-XXX”
- 5) On page 5 on the .PDF, select the Folder icon under the “View/Edit” column

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- 6) Select the “Delete” option from the “Status” dropdown on the far right in the same row the member that needs to be removed.
 - 7) In the pop-up select “Yes”, the member is removed from the PDF
 - 8) Select the save icon in the PDF to save your changes.
 - 9) Repeat steps 6-8 for any additional members that need to be removed.
 - 10) Delete the online SG, by changing summary group status to delete and select save
 - 11) Close the SG Task browser
 - 12) Select Start Summary Group
 - 13) Select Upload (3rd option)
 - 14) Select Browse/Upload
 - 15) Locate the file you saved in step 8 and select “open”
 - 16) Once the file name is showing on the eNavFit upload screen, select the blue submit button in the bottom right-hand corner
 - 17) Once the system refreshes, open the summary group (Manage Summary Group>Active>Open) ****NOTE** the summary group will have the same name as before, but different SG ID
 - 18) Verify the members have been removed
 - 19) Proceed using eNavFit to finish the routing/signing/submitting process
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5. “Designator Not Matching Summary Group Designator” error when member is attempting to start appraisal

The trusted agent or reporting senior will need to add the member to the summary group by completing the following steps:

- a. Open the Summary Group that the member needs to be added to
 - b. Ensure the SG status is “Active”
 - c. Select the Reports Tab
 - d. Select the “Show/Add” Toggle
 - e. Search for the Member by DODID or email address associated with their BOL account
 - f. Select “Add”
 - g. Select “Save”
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6. Why can't I sign my report?

Though not all-inclusive, below are some of the common reasons why a member cannot sign a report:

- a. On a FITREP, a reviewer has been assigned as either a “Rater” or “Senior Rater.” FITREPs do not have either, so when a reviewer is assigned to a FITREP, it creates an error in the system, and the member cannot sign (or even see) the report.

- b. On any report type, the RS was selected as the “Regular RS” in the reviewer list. “Regular RS” is only for Concurrent reports. If not a Concurrent report, this will create an error, and the report cannot be signed.
 - c. The SG status has not been shifted to “Sign.” The only two instances when either the Reporting Senior or Trusted Agent must manually change the status of the SG are from “Active” to “Route” and from “Reviewed” to “Sign”. All other status changes occur automatically when all actions are complete within a status.
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7. I signed my report, but when I view it as a PDF, the signature is gone

This is a known issue that is being actively addressed. In the meantime:

- a. Reporting Senior or Trusted Agent, change the status of the Summary Group back to “Active.” This will clear out all signatures.
- b. Change the status to “Sign” and save.
- c. Once all roles have signed all reports, the status should change to “signed.”
- d. Open each report as a PDF (select “View Report” under “Manage Summary Group”) to ensure the digital signatures are present (this is also good practice to ensure the Remarks block looks the way it is supposed to).
- e. If all signatures are present, submit to PERS.
- f. If the above does not work, try applying “alt sigs” to the Rater/Senior Rater.

NOTE – ENSURE NOT TO CLICK “SAVE” AFTER SIGNING. SIGNING AUTOMATICALLY PROMPTS A SYSTEM SAVE. CLICKING “SAVE” CAN CAUSE THE SYSTEM TO SENSE A POST-SIGNATURE CHANGE, AND CLEAR ALL SIGNATURES.

8. Why does my summary group say “Submitting” and not “Submitted”?

There are several reasons that a Summary Group may be in a “Submitting” status. The program that pulls all of the data from Summary Groups and populates dozens of Pay and Personnel systems, pulls batches from the “Submitting” status. Once that program completes data migration, it pulls another batch, and so on. If the program encounters any errors, it sends the Summary Group to Quality Control, which is manually done by personnel in PERS-32, and takes time. Also, anytime BOL downtime (planned or unplanned) will affect processing time. If your Summary Group is stuck in a “Submitting” status for more than 96-hours, contact MNCC.

9. What should I do if my submitted reports were rejected?

All rejected reports from eNavFit are manually processed and cannot be re-submitted through eNavFit. However, the downloadable forms can be used and digitally signed, then mailed or sent to the PERS-32 reject email: P32REJECTS@NAVY.MIL. A customer service clerk is also available via that email address to assist with rejected reports.

10. What should I do if I receive a “Reporting Senior Not Found” error?

If the reporting senior has NOT acknowledged their User Role, the error “Reporting senior not found” will be displayed after the DODID or email address is input and the search button or enter is pressed. Under “Start Appraisal,” the “Reporting Senior Not Found” error will occur if the Reporting Senior has not acknowledged their role and selected the blue submit button. The “Reporting Senior Not Found” error will also occur under “Start Summary Group” if the Reporting Senior hasn’t acknowledged their role in the system and hasn’t added a Trusted Agent to act on their behalf.

11. How should I address reports that cannot be signed by raters, senior raters, or members?

If any of the signatories cannot sign a report, aside from the Reporting Senior (mandatory), the RS or TA can apply “Alternate Signatures” (toggle next to each signature) under “Manage Sumamry Group” and select a reason from the drop-down menu. Ensure not to leave the reason blank, as this is required by policy, but the system is missing this validation (being addressed), which has resulted in eNavFit-submitted SGs being rejected by PERS.

12. As a trusted agent, I created a summary group, but my reporting senior cannot see it

This is usually caused when a TA acknowledges the role of the RS. The interface reads the TA with the RS information, but the SG is associated with the TAs DOD ID. This cannot be changed online. The TA must follow these steps:

- a. Select “Manage SG” tab
 - b. Change the RS information from the RS to your info, save, and submit (blue button)
 - c. Select “Active” then “Open” the affected SG
 - d. “Download” the affected SG via the appraisal manager
 - e. Open the downloaded .PDF appraisal manager. The file name should be “eNavFit-FE Manager-XXX”, save to preferred location.
 - f. Scroll up to page 3 on the .PDF, click on the RS DOD ID (asterisks will change to numbers), change number to the reporting senior’s DOD ID, save
 - g. Delete the online SG (change status to delete), select save
 - h. Upload offline SG via .PDF (Start SG > Upload)
 - i. Have RS check to see if they can now see the SG via “Manage SG” > “Active”
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13. I cannot find a member of my summary group in eNavFit/ has an inactive BOL account – what do I do?

To manually add members to a summary group, it must be done offline:

- a. “Open” the applicable SG via “Manage SG”; ensure status is “Active”
- b. Click the “Download” button, save the SG .PDF locally (title should be “eNavFit-FE Manager-XXX” – do not change the name)
- c. Open the Appraisal Manager (.PDF you just downloaded). Ensure all reports are present
- d. Return to eNavFit, change the SG status to “Delete”, save
- e. Return to the Appraisal Manager, click the black folder icon next to the SG name
- f. Select the “Add Report” icon
- g. Populate the DOD ID, Name, Email, UIC, Grade/Rate, and Designator if Officer (leave blank if Enlisted), select “Ok”
- h. Repeat steps f. – h. for additional members not found in eNavFit
- i. Save and close the Appraisal Manager
- j. Return to eNavFit, select “Start Summary Group”
- k. Select “Upload an offline form”
- l. Click the “Browse and Upload” button
- m. Locate and select the downloaded Appraisal Manager, wait to ensure full upload, select “Submit”
- n. Select “Manage Summary Group”, open uploaded SG, verify newly added members are present
- o. Add SG information to added reports (Reports > Show > Open)

14. How do I mail the summary group to NPC?

There are several reasons that a summary How do I mail the Summary Group to NPC?group may need to be, or desired to be mailed to NPC, vice submitted online.

- a. Open the Summary Group via either the “Active” or “Submitted” tab
- b. Change the Summary Group Status to "Route" (note this will clear all signatures)
- c. Download all reports within the Summary Group (select the download button on the member tab, or open and download them from the "Appraisal Task")
- d. Open downloaded report
- e. Change the member's DODID to SSN (double-click the asterisks)
- f. Change the Reporting Senior's DODID to SSN (double-click asterisks)
- g. Complete a Summary Letter (downloaded from https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPER_S_1610-1_Rev11-11.pdf?ver=JDhOoijo0IXlvKyalBk0fw%3d%3d or eNavFit via “Start Summary Group”)
- h. Populate the Summary Group Average calculated on the Summary Letter on Block 45 of all reports
- i. Place report[s] in "sign mode" (ensure thorough review – **irreversible**, save a copy beforehand to revert back to if changes need to be made)
- j. Print the report

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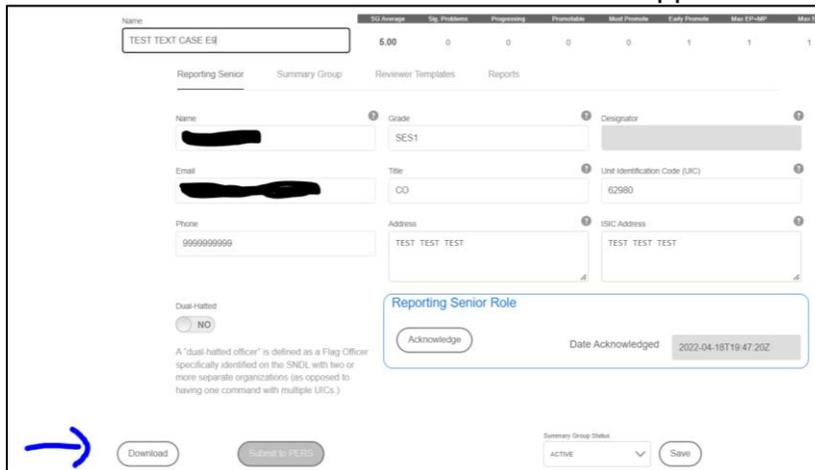
- k. Route report for wet signatures. Note reasoning for any alternative signatures.
 - l. Mail signed Summary Letter and Reports to NPC
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15. Why does Block 41/43 (Remarks) look different online than on the report?

There is a rendering issue from the online text field to the rendered report that developers are working to solve. In the meantime, best practice is to ensure to “[View Report](#)” to ensure the remarks block looks the way it should prior to submission. Online, the line count must say “18” or less, regardless of how many lines are present when viewing the report, to avoid validation errors.

16. How to add a civilian reviewer to a reviewer template if you are getting “reviewer not found” error

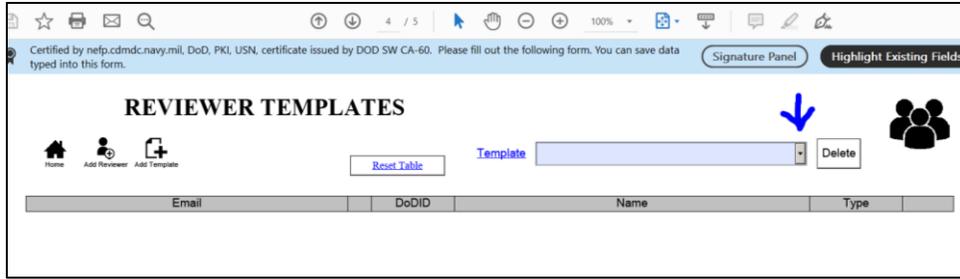
- a. Open the Summary Group (Manage Summary Group > Active > Open
- b. Select the Download button to download the Appraisal Manager



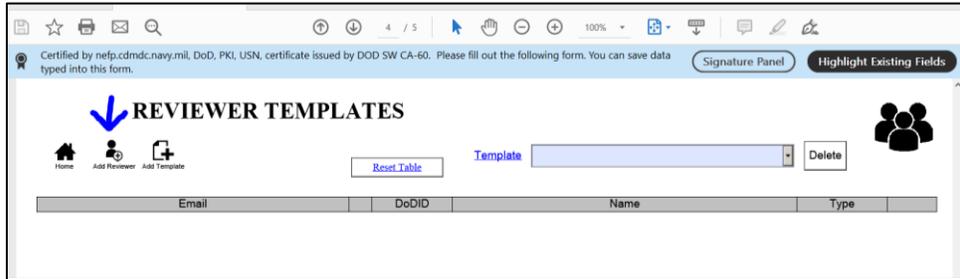
The screenshot shows a web form for adding a reviewer. At the top, there is a search bar with the text "TEST TEXT CASE EII" and a table with columns: "10 Average", "10 Problems", "Progressing", "Planetable", "Met Promote", "Early Promote", "Max FF-MP", and "Max FF". Below the search bar are tabs for "Reporting Senior", "Summary Group", "Reviewer Templates", and "Reports". The form contains several input fields: Name (blacked out), Grade (SES1), Designator (blacked out), Email (blacked out), Title (CO), Unit Identification Code (LIC) (62980), Phone (999999999), Address (TEST TEST TEST), and ISC Address (TEST TEST TEST). There is a "Dual-Hatted" section with a radio button set to "NO" and a definition: "A 'dual-hatted officer' is defined as a Flag Officer specifically identified on the SNOL with two or more separate organizations (as opposed to having one command with multiple LICs.)". A "Reporting Senior Role" section includes an "Acknowledge" button and a "Date Acknowledged" field with the value "2022-04-18T19:47:20Z". At the bottom, there is a "Download" button (indicated by a blue arrow), a "Save to PDF" button, a "Summary Group Status" dropdown menu set to "ACTIVE", and a "Save" button.

- c. If a pop-up displays, select ok, and then save the file to a desired location on your computer
- d. Open the saved file in Adobe Reader
- e. If needed, select “enable all features” in the yellow banner in Adobe Reader
- f. Scroll to page 4 in the adobe file
- g. Select the Reviewer Template created online from the template drop down list

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- h. The reviewers added online should display, then select the “Add Reviewer” button

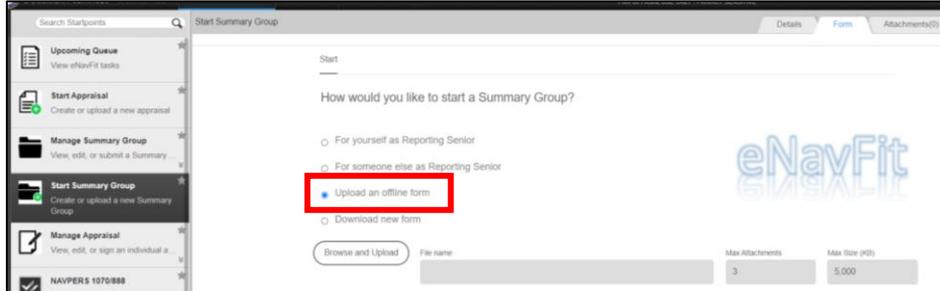


- i. Enter the email, DODID, and the name (this order) of the Civilian reviewer that needs to be added

- j. Select Save

- k. Go back to eNavFit and select Start Summary Group

- l. Select the Upload Option (3rd option)



- m. Select “Browse and Upload”

- n. Locate the file you saved in step 10 and select “Open”

- o. Once the file name is showing (arrow #1), select the blue submit button (arrow #2)

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How would you like to start a Summary Group?

- For yourself as Reporting Senior
- For someone else as Reporting Senior
- Upload an offline form
- Download new form

Browse and Upload

File name: [input field] Max Attachments: 3 Max Size (KB): 5,000

#	Description	File Name	Size (KB)	
1	[input field]	ENAVFIT-FEMANAGER [redacted] AC	379	Remove

Total Submission Size (KB): 379

NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

Back Next Submit

- p. Once the system refreshes, the upload will add the civilian reviewer to the template
- q. Now the user will just need to apply the Reviewer template to all of the reports.

NOTE: You can add new template to the offline appraisal manager for the civilian reviewer if a reviewer template was not originally created OR if there is a different template for each member and only this reviewer needs to be added to the end of the review chain. To do this, instead of selecting the online created template in step 7, select Add Template option, name the template, and add the reviewer as describe in steps 8 and 9.

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This document will be updated as necessary. For the latest and greatest support materials and information regarding eNavFit, please visit:
<https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/eNAVFIT/>